

MUNICIPAL OFFICE
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POLICIES AND RULES
VILLAGE OF STURTEVANT MUNICIPAL BUILDING

Policies

The **Municipal Building rooms B and C** may be used by non-profit community organizations that further a public interest or provide a public service and State or local governments or agencies thereof, for no charge, with prior written approval to the Center, giving the group name, responsible party, phone number and hours of use. If the hours fall outside normal business hours, special arrangements for key pick-up and retrieval will be necessary. The responsible party will be accountable for all costs of re-keying in the event of a lost key. Non-profit community organizations that further a public interest or provide a public service and State or local governments or agencies could be assigned a different area if the needs of the village require the assigned area for official business.

For other groups interested in using the Municipal Center, the aforementioned applies and there will be charges as follows: (the Village reserves the right to determine group category and charges).

Residents:

Daily Charges \$100.00 deposit (with \$25.00 returned if room is in good condition.)**

Additional nonrefundable \$20 fee charged for all groups (including nonprofit groups) if food and/or beverages will be served.

****Non-resident fees are double those stated above**

RULES

- Use of the assigned rooms and restrooms only.
- No smoking allowed inside, smoking outside only in designated areas.
- No horseplay, loud music, noise, etc.
- No phones, office supplies/equipment will be available or provided.
- Furniture arrangements must be left as found.
- No food allowed except by prior arrangement.
- Only non-alcoholic beverages allowed.
- Use of foodstuffs/beverages found in break room prohibited.
- Food allowed only in non-carpeted areas.
- Clean up will be the responsibility of person making arrangements – trash must be removed. **(Make arrangements with the office for disposal of refuse at time of hall rental).**
- Person making the arrangements (responsible party) must be present for the duration.
- Thermostats controlling heat and air conditioning are not to be touched.
- Village meeting room space may not be used for retail selling or profit making activities.

Violations of the above policies and rules may result in monetary assessments and/or termination of future rights of use. Any and all unsafe behaviors are strictly prohibited. The Village of Sturtevant shall not be liable for any personal injury, property damage, property loss or any other claim of any kind or nature incurred by any person or organization using the Municipal Building rooms. The person signing this document has authority from the listed organization to execute this document. By executing this document, the organization using the premises agrees to hold the Village and its employees and officials harmless from any liability, causes of action, claims, damages or lawsuits arising out of the use of said space.

I certify that I have read the above policies and rules; I understand them and I agree to the terms and conditions.

Name of Responsible Party

Date

Address

Phone Number

Name of Group (if any)

Date(s) and hours of use

Size of Group _____

Special Arrangements: _____

Food/Beverage to be served? ☐ Yes ☐ No

Office Use Only

Approved _____

Fees Pd _____ Date _____

Deposit refunded _____

3/13/06